



RECREATION SERVICES MANAGER

FLSA Status: Exempt
Adopted: April 2000

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

The Recreation Services Manager is responsible for planning, organizing and supervising all aspects of the recreation function. The Recreation Services Manager develops, plans and executes the Town's daily recreation programming, including management of the Sterling Park Recreation Center facilities and staff; after school programming; summer camps; adult trips and excursions; the Town picnic; holiday events; senior programming; educational courses; and related work as required.

DISTINGUISHING CHARACTERISTICS

The Recreation Services Manager is a mid-management position and works under the general direction and guidance of the City Manager. The Recreation Services Manager exercises daily supervision over all recreation support staff, plans their daily schedules and manages their activities.

TYPICAL DUTIES AND RESPONSIBILITIES

- Highly responsible recreation planning and execution
- Analyzes, develops and implements recreational programs for tots, children, teens, adults and seniors
- Manages part-time staff, sets their work schedules and coordinates existing full-time staff in support of recreational activities
- Conducts performance evaluations of recreational staff and makes recommendations for disciplinary actions or performance rewards
- Evaluates existing programs and proposes revisions, deletions or new ideas consistent with budgeting priorities
- Develops and recommends new policies and interprets existing policies as needed regarding use of equipment and facilities, reservation procedures, programming, etc.
- Supports coordination of annual events, including the community picnic, holiday parties and children's summer camp, and assists with the development and implementation of adult outings
- Monitors monthly budget expenditures and develops the annual departmental budget
- Participates as a City representative on outside committees and agencies such as joint school recreation programs
- Facilitates ticket distribution for activities such as sports events and theater productions
- Coordinates reservation system for use of the Sterling Park Recreation Center
- Provides additional administrative support to the City Manager, including coordination of various projects and activities, interaction with City Council and the public
- Performs other duties as assigned.

Town of Colma
Recreation Services Manager

SPECIAL REQUIREMENTS

Essential Functions:

These functions may be performed with or without reasonable accommodation:

- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities
- Set up, move, and take down recreational equipment
- Speak clearly and understandably
- Attend and participate in evening meetings as assigned
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Perform duties on a regular and consistent basis
- Use a telephone.

QUALIFICATIONS

Knowledge of:

- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- Personnel management including hiring, supervising and evaluating part-time staff; departmental and program budget development and monitoring
- Computer use, including spreadsheet, word processing, and graphic presentation software
- Office methods and procedures
- Methods and techniques of administrative analysis

Ability to:

- Facilitate change and develop and coordinate recreation and leisure programs; prepare budgets and analyze departmental expenditures
- Conceive, propose, implement and maintain sound recreation procedures and records
- Analyze, interpret, and explain recreation policies and procedures
- Conceive and effectively propose solutions to problems
- Read, comprehend and interpret rules and regulations regarding governmental operations
- Establish, maintain and foster cooperative working relations with others
- Express self clearly and concisely in written and verbal communication; compile, correlate and analyze a large volume of written and numerical data
- Attend and participate in evening meetings as assigned
- Facilitate meetings, including preparation of agendas and written minutes
- Market and promote activities and programs
- Work effectively with co-workers, the public, and others by sharing ideas in a constructive and positive manner
- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables, and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions

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EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a four-year degree in recreation, physical education or a closely related field.

Experience:

Three years of progressively responsible full-time recreation experience

LICENSES AND/OR CERTIFICATES

Must possess and maintain a valid California drivers license.

Adopted: June 16, 1999

Revised: April 2000